

Piano Cleveland  
Board of Directors  
Committee Chair Expectations

## **Board Chair**

Linda M. McDonald, Ph.D.

As the chair of a committee, your role is to lead committee meetings and work with the staff liaison to engage Board (and non-Board) members in the crucial work of your area.

Responsibilities include:

- Attending committee chair orientation at least once every three years
- Leading meetings. This includes:
  - Starting meetings on time
  - Draft agenda to be discussed with staff person
    - Prioritize agenda by putting most important items first
    - Identify how long each topic should take (either explicitly or implicitly)
  - Ensuring someone is assigned to take minutes
  - Time-keeping during the meeting to move meeting along in appropriate fashion
  - Active listening to conversation while being aware of when the next topic needs to be discussed
  - If there are people on Zoom in addition to in person, make sure that those on Zoom have a dedicated time to speak
  - Facilitating healthy discussion, rather than lecturing/talking more than the rest of the committee
  - End meeting on time
- Working with Board Chair and staff leadership to identify potential new members of committee
  - New Board members will select committees in January of each year, but individuals can be invited to join committees at any time
- Getting to know your committee members outside of meetings
  - This will help members share their interests and feel welcome, and will likely result in more active participation
- Working with Board Chair to identify future committee leadership

## **Staff Role**

Staff Liaisons are there to support board committee conversations, provide guidance on topics and answer questions. Staff leadership (Artistic Director and Executive Director) may be required to take a more active role in committee meetings.

## **Board Chair Role**

The Board Chair is an Ex-Officio member on all committees.

## Meeting Communications FAQ

### Communication with Committee

- Who communicates with the committee?
  - Meeting-related communication with committee should primarily come from staff liaison. This includes:
    - Agenda
    - Any attachments needed for meeting
    - Zoom link
    - Minutes following the meeting
- Committee chairs are welcome to reach out to specific committee members for support on special projects or to gauge interest in leadership, etc.

### Agenda

- Who writes the agenda?
  - Committee chair sends draft of agenda to staff liaison at least one week in advance of meeting.
  - Staff person provides feedback and agenda is finalized.
- When does it get sent?
  - 3-5 working days before meeting, with attachments and zoom link

### Meeting Minutes

- Who is responsible?
  - Minutes may be written by the staff liaison or another member of the committee. If meetings are on Zoom, staff may use AI generated minutes and provide to chair.
  - One person should be assigned to take minutes across all meetings, if possible.
  - Committee chairs are not responsible for writing their own minutes, unless previously agreed upon between staff and chair.
- What needs to be included in minutes?
  - Who is present, who is absent, and any others attending
  - Basic overview of meeting content. This **does not** need to be a transcription of the meeting - rather, bullet points that feature main talking points is adequate.
  - Committee chairs and minute takers should identify if there are specific things that need to be recorded (i.e. who is saying what, etc.)
- Will I receive a recording of each meeting?
  - Meetings on Zoom can be recorded, but please confirm with the assigned staff person ahead of time to be able to do so.
- When do minutes get sent?
  - Minutes will be distributed no more than two weeks following each meeting.

## **Audience Committee**

### **Committee Chair**

Zeda Blau

### **Staff Liaison**

Corey Knick

### **Members**

Mark Andreini

Gert Chisholm

Ann Freimuth

Ralitsa Georgieva-Smith

Dan Gisser

Ted Good

Teresa Good

Michael Ruffing

Noha Ryder

Mary Smith

Jeanne Tobin

Martha Towns

Debbie Yasinow

### **Committee Description**

The Audience Committee is responsible for generating and executing ideas around community and audience engagement for Piano Cleveland that will complement the staff's programming initiatives and the organization's vision. The Audience Committee is open to Board members, President's Council members, and those outside of the leadership of Piano Cleveland.

### **Committee-Specific Responsibilities**

- Brainstorm ideas/topics to bring to staff and committee
- Organize volunteers for engagement projects identified by committee
- Volunteer time during identified events

### **Schedule**

- Frequency: monthly
- Expectation of one signature project per season that is primarily planned and executed by committee

## **Development Committee**

### **Committee Chair**

John Herman  
Paul Sequeira

### **Staff Liaison**

Chris Fornadel

### **Members**

Anne Ames  
Sarah Baley  
Eric Barbato  
Zeda Blau  
Catherine Good Brulport  
Regina Eisenberg  
David Freno  
Linda Olejko  
Beth Rankin  
Astri Seidenfeld  
Jan Stern  
Herb Wainer

### **Committee Description**

The Development Committee is responsible for supporting fundraising activities with individuals, corporations, and foundations.

There is a smaller leadership group of Board/staff members who meet in between larger committee meetings to focus on strategy for specific individuals.

### **Committee-Specific Responsibilities**

- Provide ideas for new corporate and individual prospects for sponsorships
- Establish and manage system for following up with committee members to check in on sponsorship assignments
- Play active role in development of new fundraising campaigns
  - Provide support for Annual Fund letter creation
  - International Piano Day
  - Donor Cultivation events
- Willing to support staff in development activities, including hand-writing notes to donors, providing names for donor cultivation events, attending events and speaking with prospective and current donors

## Schedule

- Frequency: monthly
- While Development is a year-round activity, there are particular needs that committee chairs should know about, including:
  - Gala sponsorships: Jan - April
  - Online Fundraiser for International Piano Day - end of March
  - Gala and concert attendance - July - August
  - End of Year Giving: October - December

## **Education and Community Engagement Committee**

### **Committee Chairs**

Iris Harvie  
Peggy Demitrack

### **Staff Liaison**

Emily Shelley

### **Members**

Catherine Brulport  
Sam Chaffee  
Terry DeBacco  
Dan Gisser  
Vera Holzcer  
John Knific  
Linda Lee  
Madeline Levitz  
Hedy Rapeport  
Judith Ryder  
Robyn Shifrin  
Irwin Shung

### **Committee Description**

The responsibility of the Education and Community Engagement Committee is to support and grow the work of Piano Cleveland in the education space for music lovers of all ages. The goals of the committee are to:

- Help build community partnerships through introductions
- Brainstorm new opportunities with existing partners AND new ones, including ideas for new programming
- Create strategy around partnerships - i.e. how do we take the partnerships we have and develop them into something greater in one, three, five years
- Coordinate volunteers - when appropriate - to outreach/education performances

### **Committee-Specific Responsibilities**

- Brainstorm ideas for educational opportunities and community connections to bring to staff and committee
- Brainstorm methods of assessing impact and measuring success
- Organize volunteers for engagement projects identified by committee
- Volunteer time during identified events

### **Schedule**

- Frequency - quarterly

## **Finance and Investment Committee**

### **Committee Chair**

Robin Baum  
Cindy Resch

### **Staff Liaison**

Leslie Dumm

### **Members**

Sam Chaffee  
Michael Frank  
David Freno  
Stanley Morgenstern  
Craig Mosier  
Ken Nilsestuen  
Peter Osenar  
Alec Pendleton  
Beth Rankin  
Ce Sinclair  
Richard Schwarz  
Paul Sequeira  
Rick Stuhan  
Wulf Utian  
Jeffrey Weiler  
Herb Wainer

### **Committee Description**

The Finance and Investment Committee is responsible for the investment oversight of the Endowment Fund. These goals are accomplished through the following activities:

- Recommend to the Chair and the Board the appointment of a manager or managers for the investment portfolio and maintain frequent and regular contact with such manager or managers.
- Recommend to the Chair and the Board a policy regarding allocation of the assets among various investment alternatives, consistent with the Board mandated requirement of a 5% annual payout of the Distributing portion of the Fund.
- Monitor performance of the Foundation's investment portfolio on a monthly, quarterly, and annual basis, and compare this performance against relevant available indices of investment performance.
- Report at least quarterly to the Chair and the Board on investment performance, overall investment trends, and the opinion of the investment manager or managers on economic and securities market trends.

The Finance and Investment Committee is also responsible for the following items, plus such other items as they be presented with from time to time by the Board of Directors:

- Selection of accountants to be presented for Board approval.
- Meeting annually with outside accountants to assure that fiscally responsible accounting practices and procedures are being followed.
- Assist the President and Executive Director in the preparation of the budget for submission to the Board for approval.
- Assist the President and Executive Director in other financial matters as required.
- Review monthly statements as prepared for the Board and monitor for cash flow and budget compliance. Present these statements to the Board for its review and approval.
- Present yearly review of Piano Cleveland's financial condition to the general membership at the annual meeting.

#### **Committee-Specific Responsibilities**

- Preferably has accounting/finance background
- Lead quarterly finance meetings, investment meetings with subcommittee and outside advisors, and "Gang of Six" meetings with board and staff leadership to go line by line through each budget (3 meetings per quarter)

#### **Schedule**

- Frequency: quarterly



## **Governance Committee**

### **Committee Chair**

[TBD]

### **Staff Liaison**

Marissa Moore

### **Members**

Eric Barbato

Jill Clark

Steve Gariepy

David Reimer

Rick Stuhan

Jan Stern

### **Committee Description**

The Governance Committee shall consist of eight members elected by the Board of Directors. Committee shall have four primary duties:

- To recommend and nominate a slate of persons for election to the Board of Directors at the Annual Meeting of Directors;
- To recommend and nominate a slate of Directors for election to the offices of PIANO at the Annual Meeting of Directors;
- To recommend and nominate at the Annual Meeting of Directors at which the terms of the Governance Committee members expire, a slate of persons for election to the Governance Committee;
- To recommend and nominate a slate of persons for election as members of the President's Council at the Annual Meeting of the Board of Directors;
- To see to the training, orientation, and development of Directors; and
- To make recommendations regarding possible changes in the Articles of Incorporation or Code of Regulations to enhance the governance of PIANO.

### **Committee-Specific Responsibilities**

- Successful leadership on the Governance committee requires a willingness to contribute additional hours outside of committee meetings, including connecting with possible new trustees and president's council members who can come back onto the board, and reaching out to governance members and board members in general around recruitment
  - Fall is often the busiest time for these calls, as members are voted on in Sept/Oct in preparation for Nov Annual Meeting
  - Run January orientation together with committee chairs and board chair(s)
- Very helpful to have some sort of legal background OR have legal expertise readily available on committee for code of regulations changes

**Schedule**

- Frequency - monthly, at 3:30pm preceding every Board/Exec meeting (second Monday each month)